

**COMPENSATION BOARD  
LIDS ADVISORY COMMITTEE  
MINUTES**

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Regular Meeting.....November 19, 2002  
Location.....Western Tidewater Regional Jail  
2402 Godwin Blvd.  
Suffolk Virginia 23434

Present.....Alice Coe, Compensation Board  
Oliver Bradshaw, Compensation Board  
Anne Wilmoth, Compensation Board  
Sue Kelly-Graham, Compensation Board  
Peggy Gebauer, Roanoke City Jail  
Jane Beamon, Western Tidewater Regional Jail  
Tina James-Carrier, Petersburg City Jail  
Gretchen Conway, Department of Corrections  
Felicia Berger, Department of Corrections  
Patty Leonard, Rappahannock Regional Jail  
Carol Moye, Prince William/Manassas Regional Jail  
James Creech, Virginia Criminal Sentencing Commission  
Janet Severson, Blue Ridge Regional Jail

Visitors Present..... Karen Day, Danville City Jail  
Debbie Hamlet, Blue Ridge Regional Jail

Absent..... Keith Johnson, Danville City Jail  
Donald White, Chesterfield County Jail  
Anna Earnhardt, Portsmouth City Jail  
Reginald Tinsley, Richmond City Jail  
F. Glenn Aylor, Central Virginia Regional Jail  
Charlie Gray, Virginia Beach City Jail

**9:00 a.m. Tuesday, November, 19, 2002**

Conference Room, Western Tidewater Regional Jail, 2402 Godwin Blvd., Suffolk, VA 23434

**I. Opening Remarks**

Lt. Jane Beamon and Superintendent Jack Dewan welcomed committee.

Alice Coe thanked Superintendent Dewan for hosting the meeting, and providing breakfast & lunch, and for permitting Lt. Beamon to make the hotel and meeting arrangements.

Alice Coe thanked Gretchen Conway for her dedication and assistance she has provided over the years as a member of the committee.

Gretchen Conway introduced Department of Correction's Felicia Berger as her replacement on the committee.

**II. 8-22-02 Minutes**

Alice Coe reported that a member commented that Craig Giegerich's name was listed twice on the 8-22-02. The correction has been noted.

**III. LIDS DNA Tracking information**

Anne Wilmoth reported that she met with Virginia Division of Forensic Science ("Forensics"). Buccal swab kits will be available by mid-December. Forensics requires that the jails pick up the kits at the designated drop point. Forensics will let Anne know when they arrive.

Forensics received unrealistic orders for kits from several facilities (e.g., one facility ordered 10,000 kits.) Anne is running queries for each jail to determine how many convicted felons are in each jail. Anne will give Forensics preliminary numbers. The Compensation Board will start the interface process Monday, November 25.

Effective January 1, 2003, the Compensation Board would like LIDS users to suspend recording DNA samples in LIDS and record them in the Compensation Board's web-based DNA Tracking System.

Carol Moyer asked how this would affect jails with jail management systems. Anne said to record it in Compensation Board's website and the Compensation Board will take it from the batch, but will not take the online data from LIDS.

Forensics heard from DOC that they do not have access to the State Identification number (SID). Felicia Berger reported that the SID number is entered by DOC. Not all sections in institutions have access (i.e., nurses, counselors.) Compensation Board recommends that the process be changed. DNA draw is based on a felony conviction and a SID number is required. If you are taking the draws because of a qualifying felony arrest, you need the Document Control Number (DCN). DCN numbers can be found either on the fingerprint cards or the Police Department.

DNA samples are expunged when an inmate is not convicted. Virginia State Police receives a copy of all dispositions and will send data to Forensics if it is a qualifying arrest.

DOC will look up the DNA draw on the website before they take the draw. DOC will be required to call the Compensation Board if they do not know their pneumatic password.

Buccal swabs are the only swabs to be used upon a violent felony arrest. Forensics requires that DNA samples be received within 15 days of the draw date.

If one jail agrees to deliver the DNA sample kits for another jail, Forensics needs to be made aware of the arrangements in advance.

**IV. Billing Report Logic for Federal Inmates**

Charlie Gray of Virginia Beach City would like the day count changed in LIDS. Patty Leonard and Carol Moyer agreed to work with Charlie Gray on the logic. Committee approved the change because all agreed that the logic is different. Compensation Board Auditor did not have a problem with this proposed change.

**V. LIDS Enhancements**

Committee approved the following LIDS enhancements:

- Altering the possible error report and the data integrity report so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. Jim Creech and Karen Day volunteered to work with Compensation Board on this issue. The analysis will be sent to committee members by mid-January.
- Changing the SSN change program to display a warning error message if the name you are changing the SSN to does not match the name of the SSN you are changing.

Committee denied the following LIDS Enhancements:

- Virginia Beach City - specific release reason for 'all charges null proessed'

**VI. Offense Disposition Codes**

Committee agreed to develop clear, concise definitions and suggestions and examples of all dispositions, and will forward them via e-mail or fax to Anne Wilmoth or Alice Coe to be discussed at February 2003 meeting

- Tina James-Carrier requested that disposition code 'CS' Child Support be added. Alice proposed a July 1, 2003 change. *Forward to next meeting.*

**VII. Work Plan Status Update**

- Forms Maintenance Reports
  - a. Report for 'M' vs. 'O'. Anne will check on the status.
  - b. Add to the Legislative Changes reports days and dollars for the time period specified is in the review process - completion date - November 2002.
  - c. State responsible report (Legislative changes) - completed.
  - d. State responsible report with two columns of each currently in the review process - goal is November 2002.
  - e. Add length of stay reports to Forms - no work done yet - goal is July 1, 2003.
  - f. Transfer Status report to include the Bonus start date and the most recent sentence date - goal is July 1, 2003.
- Inquiry
  - a. Offense Pick List under Inquiry (LRI2) needs to be changed to include payment status - completed.
  - b. Insurance Number inquiry needs to have the capability to search by name - goal is July 1, 2003.
- Commitment Maintenance
  - a. All Offense Pick List programs need to have effective sentence length - goal is February 1, 2003.
  - b. All Offense Pick List programs need to have payable sentence length - goal is February 1, 2003.
- Dispositions
  - a. Add new disposition 'WA' for waived extradition - completed.
- Reconciliation
  - a. Financial reconciliation needs to change so they can view details of adjustment-by-adjustment category - goal is February 1, 2003.

**VIII. New Issues**

- Audit Issues
  - a. Bruce Folks, Rockingham County - Civil case on a writ from U.S. Marshals. Requests a Reason Confinement Code 79, Held for Out of State holds and/or Overnight Transports (Non-payable). The U.S. Marshals released the inmate to Rockingham County with a detainer for his return when Rockingham finishes. Oliver reported that Commonwealth Attorneys have the authority to keep someone in jail on a civil charge. A Transportation Order or letter from Commonwealths Attorney is required. The inmate should be held as state responsible as a material witness – not serving time on other charges. Board recommends that the description of reason confined code 36 Held as a Material Witness (Non-DOC Inmate) be changed to Held for court appearance (Non-DOC Inmate). The change will be done effective immediately.

- Report Requests
  - a. Tabitha Taylor, Clarke/Fredericksburg/Fauquier/Winchester Reg. Jail - Committee approved request to add a new screen to capture dates/times of certification and approvals - goal is April 1, 2003.
  - b. Charlie Gray, Virginia Beach City Jail, requested detainer report that lists inmates having detainers. Board motioned that this issue be carried forward to the February 2003 meeting when Charlie Gray is present to discuss.
- Offense Disposition Codes
  - a. Lt. Barry L. Arnold, Chesterfield County Sheriff's Office, requested that Disposition 'GS' – Guilty Sanctioned be added. Board motioned that this issue be carried forward to the February 2003 meeting.
  - b. Lt. Jeanette Rush, Albemarle/Charlottesville Reg. Jail. Board recommends using 'WA' Waived Extradition disposition, which was recently placed into production mode.
- New October 1, 2002 State Travel Regulations were distributed.

**IX. Forwarded/Continued from last meeting**

- Status Update on Transportation Order
  - a. Gretchen Conway reported that the Transportation Order is now being produced by a software program. In order to change the form, it requires going to each facility to make the changes. The Sentence Summary does not provide VCC codes. Eventually DOC will be required to provide a VCC code. A memo will be sent to the field and jails will start receiving a Sentence Summary. Transportation orders will include a Sentence Summary.
  - b. Violet Pryor, Blue Ridge Regional Jail reported that there are no VCC codes on the Sentence Summary form, and there is little space separating each charge. Requested that a separating line be added between each charge. Gretchen said that this cannot be done at this time.
- Alice Coe received the Virginia Criminal Sentencing Commission's policy on how to treat convictions under appeal, and the Statutes that apply from Jim Creech. The board will pursue Attorney General's opinion. *Forward to February 2003 meeting.*
- Update on reason confine code 20 with a release code 19 when appealing their sentence. Book out with 23 and confine with 23 – appeal sentence.
  - a. Jim Creech presented his and Tony Casale's views and the Board suggested that we might want to get the Attorney General's opinion. *Forward to February 2003 meeting.*
- Update on Intelligent Query – DIT Purchased DB2 Connect
  - a. Anne Wilmoth reported that the cost to run would be \$8 per seat. It is doubtful that we can afford to do this year because of budget constraints.

**X. Other Issues**

- Peggy Gebauer reported that she continually has overlaps problems with Roanoke County, Rockbridge Regional Jail, Franklin County and New River Valley Regional Jail. She had 252 overlaps from August through October 2002. She currently has 55 overlaps which caused her to delay certifying and approving the October report on November 1. Compensation Board Auditor and staff will follow up with jail staff and report status at the February 2003 meeting. *Forward to February 2003 meeting.*
- Carol Moye reported that Clarke/Fredericksburg/Fauquier/Winchester Regional Jail has tried to find out how many Drunk in Public (DIP) inmates they have because their counts are so high. Anne Wilmoth said the DIP report will be changed to show 2 'classes' of inmates – the first being those confined only on a DIP charge. This will be followed by a sub-total of the inmate count. The second will be those inmates confined for multiple charges, one of which being a DIP – followed by a sub-total of this population – and then the grand total count. The deadline date for this effort is 4/1/03, but she anticipates an earlier completion date.

**XI. Discuss Quarterly Committee Dates**

- a. Feb. 2003 - Tentative - Meeting Place – General Assembly Time - ? Chesterfield, DOC

- b. May 2003 – Tentative – Meeting Place – ? Central Virginia Regional Jail.